

# PARENT HANDBOOK



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**MAST Academy**

**A Nationally Recognized School of Excellence**  
**Miami-Dade County Public Schools**

**The School Board of Miami-Dade County, Florida**

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Mr. Albert Payne, Jr.

**Principal**  
Dr. Consuelo V. Domínguez

**Assistant Principal**  
Mr. Clyde Stephens, Jr.

**Lead Teacher**  
Dr. Margaret E. Haun

**IMPORTANT DATES TO REMEMBER**

**SCHOOL HOLIDAYS**

September 5, 2005	Labor Day
October 10, 2005	Columbus Day
November 11, 2005	Veterans' Day
November 24-25, 2005	Thanksgiving Recess
December 19 - December 30, 2005	Winter Recess
January 16, 2006	Dr. Martin Luther King, Jr.'s Birthday
February 20, 2006	All Presidents' Day
April 10 - 14, 2006	Spring Recess
May 29, 2006	Memorial Day

**TEACHER PLANNING DAYS**

August 4-5, 2005	December 16, 2005
October 4, 2005	February 17, 2006
October 7, 2005	March 17, 2006
October 13, 2005	May 25-26, 2006

**PROGRESS REPORT DISTRIBUTION**

September 8, 2005	February 9, 2006
November 10, 2005	April 20, 2006

**REPORT CARD DISTRIBUTION**

October 20, 2005	March 30, 2006
January 12, 2006	June 8, 2006
	<i>Final report card to be mailed</i>

**EARLY RELEASE DATES**

November 17, 2005	March 16, 2006
January 19, 2006	April 20, 2006
February 16, 2006	

**LAST DAY OF SCHOOL**

May 24, 2006

**IMPORTANT PHONE NUMBERS & DATES**

## USEFUL TELEPHONE NUMBERS

MAST Academy (mast.dade.k12.fl.us)	305-365-MAST (6278)
Miami-Dade County Public Schools General Information (www.dadeschools.net)	305-995-1000
Miami-Dade Police Complaint Desk	305-595-6263
Miami-Dade Police Transit Operations Bureau	305-571-3000, 305-571-3050
Wackenhut Metrorail Director	305-375-5766
Metrorail Operations	305-884-7520
Metro Maps-by-Mail	305-770-3131
School Bus Information at MAST Academy	305-365-6278/Assistant Principal
Metrorail Pass Information	305-365-6278/Activities Director
Magnet Schools of Choice	305-995-1922
Miami-Dade Transit Lost and Found	305-375-3366

### Message From The Principal

Family involvement plays a critical role in determining a child's success in school. The MAST Academy provides numerous opportunities for parent involvement: an active PTSA, several booster groups, the Educational Excellence School Advisory Council, assistance with field trips, academic symposia, and classroom volunteerism.

The many avenues for involvement underscore my belief that the process of educating a child requires a partnership between the home and the school. I encourage parents to reinforce the high educational standards MAST sets for students and to recommend ways to improve school procedures and establish even higher learning goals.

You will find in this document the procedures and policies that govern students and staff on a daily basis. I hope that you will find the opportunity to relax for a few minutes and read the 2005-2006 *Parent Handbook*. What emerges in these pages is a practical guide to navigating the MAST Academy. Please contact me if you require clarification on any of the issues addressed here.

Sincerely,

Dr. Consuelo V. Domínguez  
Principal

GREETINGS

## **MISSION**

MAST Academy provides a marine setting and nurturing environment for studies leading to academic success, career preparation, an appreciation of the sea, and environmental awareness. Stakeholders work together to instill a commitment to life-long learning and to advance and improve a challenging curriculum integrated with the sciences and technology.

## **BELIEFS**

We at MAST Academy believe that:

- ⚓ Curriculum, instructional practices, and assessments must incorporate a variety of learning activities and opportunities to enable students to achieve academic success.
  - ⚓ Individual student performance is increased when students are actively involved in the learning process, presented with a challenging curriculum, and provided with a variety of instructional approaches.
  - ⚓ A safe, attractive, comfortable, and clean environment promotes student learning.
  - ⚓ Students should be encouraged to be members of an academic family that sets high standards for everyone.
  - ⚓ Stakeholders share the responsibility for advancing the school's mission and nurturing intellectual freedom.
- A small focused center where stakeholders truly care about each other is the MAST model.

## **SCHOOL DESCRIPTION**

The MAST Academy is a maritime and science technology public high school of choice, designed for 550 students in grades 9 - 12. Students who have high academic and personal development expectations seek admission through a multifaceted application process. Students use state-of-the-art technology and real world laboratory equipment to experience hands-on learning. Different learning styles are addressed through diversified teaching strategies, simulations, and internship/job placements. Athletics and activities incorporate the marine theme.

## **RICKENBACKER CROSSWALK**

Students are to use the crosswalk and pedestrian light when crossing Rickenbacker Causeway. Students will be ticketed by the police if found not using the crosswalk.

## **ADMINISTRATION OF MEDICATION IN SCHOOL**

The school attendance clerk may assist students in the administration and/or dispensing of prescribed medication only after the following conditions have been met: Authorization forms (including physician's treatment plan, necessity for medication and consent of parent/guardian) must be filed in both the main office and counselor's office. A change in medication will require a renewal of authorization forms.

Teachers do not dispense medication.

## **TRANSPORTATION**

Students are transported directly to MAST by a M-DCPS bus, or shuttled by M-DCPS to a nearby Metrorail station. They ride Metrorail to Viscaya Station, where another M-DCPS bus transports students to the school.

Pick-ups may be as early as 5:00 a.m. or as late as 7:20 a.m. Students should arrive at their stop 15 minutes before the scheduled pick-up.

**The last M-DCPS shuttle bus departs Viscaya station at 7:30 a.m.**

Metropasses will be taken away from any student who is found selling his/her pass or using a Metropass illegally. **Caution**--Parents will be contacted by the school and/or by Miami-Dade police. Additional passes may be purchased at students'/parents' expense at the Government Center Metrorail Station.

Buses begin leaving MAST at 3:20 p.m. to shuttle students to Metrorail or home.

## **ACTIVITY BUS**

An after school activity bus is provided Monday through Thursday for athletics, activities, and academics. *Parents are responsible for transportation from the final Metrorail station to home.*

## **SAFETY & TRANSPORTATION**

## **WATER SAFETY**

All students must pass the basic swim test as verified by the MAST Marine Operations Specialist before participating in any activity on the water. There will be no exceptions to this rule. In the event of thunderstorm alert or marine advisory, all water activities shall be cancelled. All students, staff, and chaperones are to return indoors if they hear thunder or see lightning.

## **STUDENT ACCIDENT INSURANCE**

The purchase of insurance in the event of an injury at school or on a field trip is recommended. Students enrolled in Executive Internship and athletic programs are required to purchase student insurance.

## **STUDENT INJURIES**

When a student is injured on campus (classroom, halls, physical education, wood shop, etc.) or on a field trip, the student should report the injury immediately, **regardless of its seriousness**, to the teacher in charge or to the Main Office receptionist. A complete accident report must be submitted.

## **HEARING, VISION & BLOOD PRESSURE SCREENING**

According to the guidelines established by the Florida Legislature, at the beginning of each school year, parents shall be notified of the screening activities available through the School Health Services Program.

School Board Rule 6Gx13-5D-1.021 mandates hearing screening for students in tenth grade and students entering Florida schools for the first time in grades four and five. Also, vision and blood pressure screening is mandated for students in the tenth grade and for students entering Florida schools for the first time in accordance with priorities reflected in the local county health plan, subject to the availability of staff and funds.

## **CLOSED CAMPUS**

MAST Academy is a closed campus. Students are not permitted to leave the school grounds without administrative approval or to be in the parking lot during school hours without permission.

## **STUDENT ACTIVITIES**

### **School Publications**

Creative Writing--*Spilt Milk*  
Newspaper--*The Beacon*  
Yearbook--*Mako Fuka*

### **Performing Groups**

Chorus  
Coast Guard JROTC  
Drama Club  
Gospel Choir  
Salsa Club  
Steel Drum Band

### **Athletic Teams**

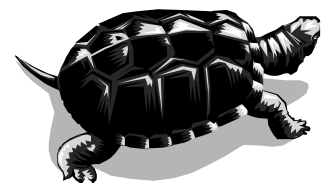
Basketball  
Cheerleading  
Crew (Rowing)  
Sailing  
Soccer  
Softball  
Swimming  
Tennis  
Track and Field  
Volleyball  
Water Polo

### **Clubs & Organizations**

5000 Role Models  
American Sign Language Club  
Bible Club  
Camping Club  
Ecology Club (Eclipse)  
Future Business Leaders of America (FBLA)  
Future Career, Community Leaders of America (FCCLA)  
Future Educators of America (FEA)  
Gay/Straight Alliance  
Interact  
Key Club International  
Peer Mediation  
Students Against Drunk Driving (SADD)  
Science, Engineering, Communication, Mathematics Enhancement (SECME)  
Student Government Association  
Watu Wazuri  
Women of Tomorrow  
Writers' Club

### **Honor Societies**

French Honor Society  
Mu Alpha Theta (Math)  
National Honor Society  
National Science Honor Society  
Social Studies Honor Society  
Spanish National Honor Society



## **MISSION, BELIEFS, STUDENT ACTIVITIES**

## INVOLVEMENT

The MAST Academy encourages parent involvement and awareness. You can play a part in supporting your child's education:

### Decision Making

Educational Excellence School Advisory Council (EESAC)

### Support Operations

Parent/Teacher/Student Association (PTSA)

Athletic Booster Club (ABC)

JROTC Booster Club

Participation as classroom assistants, chaperones, and speakers

Participation in student recruitment and community relations activities

### Awareness

Visiting and observing classes (after making an appointment to do so)

Attending parent seminars/workshops and parent/teacher conferences

Reading the *Jib Sheet*

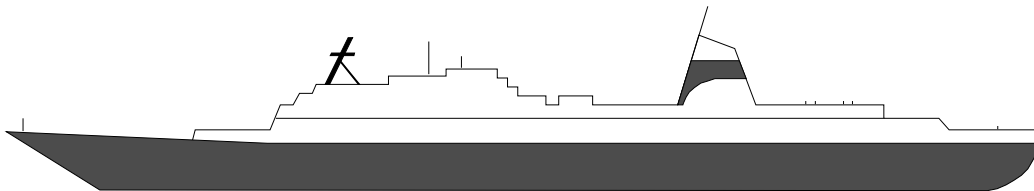
Reading parenting articles mailed home

*Acceptable attire* includes knee-length skirts and dresses, slacks (ankle length), pullover shirts, environmental, marine-theme, sports team, educational or MAST T-shirts, blouses, one piece jumpsuits, and jeans that are not oversized or excessively baggy. In addition, apparel should not be so tight fitting, transparent, brief or revealing, as to be indecent, distracting, or disruptive to the school environment.

**Revision: ...allow knee length shorts that are not tight fitting, lycra/spandex, or basketball shorts. Shorts/pants must be worn at the natural waistline.**

Miami-Dade County Public School Board Rule 6GX13-5C.031 states that "... students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alteration to such attire or grooming before entering the classroom or be sent home by school administration to be properly prepared for school."

The dress code revision was approved by MAST Academy's EESAC on 12-09-2003.



### **SHIPSHAPE DRESS CODE**

Students are to exemplify the best qualities of a professional business environment. The following items have been mutually agreed upon by the students, teachers, parents, administrators, and business partners on the EESAC, to be *inappropriate*:

- ‡ Clothing with obscene or sexually suggestive language/ pictures, or containing references to alcohol, drugs, and tobacco.
- ‡ Cut-off clothing or short skirts.
- ‡ Halter tops, tube tops, tank tops or blouses/shirts exposing a bare midriff.
- ‡ Items of underclothing displayed in conjunction with other clothing.
- ‡ Clothing with fashion holes, cut outs, rips, tears, or excessively baggy clothing.
- ‡ Clogs or any type of backless shoes.
- ‡ Hats, caps, visors, bandannas, or head attire other than that required for specific religious observances.
- ‡ Beepers and cellular phones must not be used during school hours.
- ‡ Any clothing or accessories determined by staff and/or administration to distract other students/teachers from learning/teaching.
- ‡ Sunglasses, radios of any type, or electronic games are not to be worn and/or used in the building.

### **PARENT RESPONSIBILITIES**

A student's family plays an extremely important part in his/her education. The following are areas in which parents are asked to offer support and/or assistance:

- ‡ Provide a loving, nurturing home environment that motivates the child to succeed in school.
- ‡ Instill a respect for others.
- ‡ Insure regular and punctual school attendance.
- ‡ Limit the amount of time the student works after school.
- ‡ Help the child to understand the connection between success in school and success in adult life.
- ‡ Become familiar with MAST Academy school policies and procedures.
- ‡ Attend parent/guardian meetings at MAST Academy.
- ‡ Provide an environment conducive to study.
- ‡ Support the school's homework policies.
- ‡ Stress the importance of reading.
- ‡ Meet with the child's teachers at least once a year, or more often if requested.

### **PARENTAL INVOLVEMENT & RESPONSIBILITIES**



## **HOURS**

School hours are from 8:00 am to 3:15 pm; telephones are covered from 7:30 a.m. to 4:30 p.m. (365-MAST).

## **EARLY DISMISSAL**

If a student must leave school during the day, he/she must be issued a permit, 24 hours in advance, from the attendance office based on parent permission prior to leaving. Permit must be presented to the student's teachers upon return in order to have the absence considered satisfactory.

## **TEACHER CONFERENCES AND WEEKLY REPORTS**

Contact the counselor or teacher at least 24 hours in advance to request a conference. Weekly progress reports are available from the counselors.

## **SCHOOL PROPERTY**

Lost, damaged, or stolen textbooks are the responsibility of the student/parents.

Fees are used to purchase instructional materials for special classes. Students/parents are responsible for payment. Student/parents who are unable to make payment due to financial difficulties are responsible for notifying the administration so that fees can be waived.

Students who fail to pay fees and/or reimbursement for lost, stolen, or damaged books will not be allowed to participate in field trips and extracurricular activities. Overdue accounts will also result in the delay of transcripts.

## **STUDENT PROBATION POLICY**

It is a privilege to attend the MAST Academy. **Academic achievement and good behavior are expected.**

### **Academic Probation**

Students who do not demonstrate acceptable academic achievement after the first nine weeks will be placed on probation for the second nine weeks. Parents will be contacted and actions taken to assist the student in meeting MAST's academic requirements. Academic reviews are held at the end of the first semester and at the end of the school year to determine best school placement for the student.

### **Disciplinary Probation**

Due to the high risk of being in, on, or near the water, misbehavior will not be tolerated. Students who do not maintain at least a "B" average in conduct will be placed on disciplinary probation. Counseling sessions will be assigned and parents contacted. If necessary, the student will be removed from school and/or reassigned to an alternative school as appropriate. Violation of the dress code, disrespect to staff and peers, noncompliance with classroom management procedures, inconsistent attendance, excessive absences, or bringing animals into the building will be considered cause for disciplinary action such as probation and/or relocation to the student's home school.

## **CONDUCT AT COMMUNITY EVENTS**

Students representing MAST Academy while participating in or attending athletic/community events must observe rules of good sportsmanship at all times and demonstrate the standard of good manners and conduct expected at MAST. Dress must be appropriate by MAST dress code standards, and respect for others demonstrated at all times.

## **FIELD TRIPS**

Students participating in field trips and other activities which require leaving campus must turn in a completed field trip permission form signed by a parent/guardian and the teacher whose classes will be missed.

## **GENERAL PROCEDURES & OPERATIONS**

## **FORGIVENESS POLICY**

Students receiving a grade of “D” in senior high courses may repeat the exact course to improve the grade. The lower grade will be replaced when a higher grade is earned. The higher grade will be used to compute the GPA. A student may not repeat a course of a clearly established sequence of courses after a higher course in the sequence has been successfully completed. For example, a student may not repeat Algebra I after receiving credit for Algebra II. **When a course is repeated, it is noted on the student's permanent record.**

## **REPORT CARDS**

Report cards are issued approximately two weeks after the end of each grading period. They are to be retained by the parents.

## **HOMEWORK POLICY**

School Board policy recommends that students in academic classes receive a minimum two homework assignments each week in each class. Board rule also states that students should have daily assignments averaging a minimum of two hours. MAST Academy homework assignments may exceed stated Board minimum requirements. [School Board Rule 6GX13-6A-11.23]

### **Student Responsibilities**

- ‡ Completing homework as directed and in the spirit in which it was assigned
- ‡ Returning homework to the teacher by the designated time
- ‡ Submitting assignments which reflect careful attention to detail and quality.

### **Parent Responsibilities**

- ‡ Providing an environment conducive to study.
- ‡ Providing continued interest and concern for the child’s successful performance in school.
- ‡ Encouraging and supporting the child in his/her performance of assigned homework .

*NOTE: Students can receive additional help before and after school, during lunch, and on Saturdays (FCAT). The MAST Academy tutorial schedule is posted in every classroom.*

## **TRANSCRIPTS**

All fees associated with transcripts have been waived for the 2005-2006 school year, as voted upon by EESAC.

## **LOST AND FOUND**

Lost and Found is located in the Activities Office. Contact the Activities Director.

## **FOOD**

Breakfast and lunch are served in the Ward Room (cafeteria) and may be eaten in that area and on the patio. Food may be eaten in other designated areas only during special events. Carry-out service is not permitted.

Free and reduced lunch applications are available from the student’s Homeport teacher or Student Services Secretary.

## **COMMUNICATIONS**

A public telephone is available across from Room 29 before, after, and between class time. Tardies to class due to phone use are unsatisfactory.

Parents may leave a message with the receptionist only in case of extreme emergency; students will be contacted as soon as possible.

Beepers and cellular phones must not be used during school hours.

## **ACCEPABLE USE POLICY(AUP): TECHNOLOGY**

All MAST Academy students are required to sign the school's AUP. This document provides a full and clear description of appropriate and inappropriate uses of technology. Parents are encouraged to discuss MAST'S AUP with their children.

Personal digital assistants and Pocket PCs are useful organizational tools. However, during classtime, students are not permitted to communicate with peers in other sections of the building - or even in the same classroom - using this technology.

## **SCHOOLOPERATIONS**

## EVALUATION OF STUDENT PERFORMANCE

Two grades per week are issued based on classwork, tests, quizzes, homework, and other assessments announced by the instructor. Students must have at least 18 grades per nine weeks in each course.

Semester courses: 40% for each of two 9-week grading periods and 20% for final examination, with a provision for teacher override.

Annual courses: 20% for each of four 9-week grading periods, 10% for midterm, 10% for final, with provision for teacher override.

Student must earn at least a 'D' to receive credit for a course.

### Academic Grades:

Letter Grade	Numerical value	Interpretation	Grade Point Value
A	90-100	Outstanding	4
B	80-89	Good	3
C	70-79	Satisfactory	2
D	60-69	Needs improvement	1
F	0-59	Unsatisfactory	0
I	0	Incomplete	0

### Effort Grades:

Symbols for effort represent the degree to which a student works to his/her ability.

1	-	Outstanding
2	-	Satisfactory
3	-	Insufficient

### MINIMUM REQUIRED GPA

Students must maintain a minimum 2.5 GPA. Students who fall below the required minimum GPA are placed on academic probation.

### ATTENDANCE AND MAKE-UPWORK

Satisfactory absences include: student illness, school sponsored events (prearranged and approved), medical appointments, observation of religious holidays. Prearranged absences may be scheduled through the Assistant Principal; make-up work will be preassigned.

Tardies to school and/or to class can result in detentions (after school or on Saturday), lowered conduct, effort, and/or academic grades if excuses are unsatisfactory.

**Student absences and tardies must be accompanied by a parent/guardian phone call - prior to 8:00 a.m. - on the day missed.**

Poor school attendance and habitual tardies to school or class can result in disciplinary probation and removal from MAST.

Students must present a note from their parents or legal guardian to the attendance clerk upon return to school. Failure to provide a written note will result in an unsatisfactory absence. Students must request make-up work following an excused absence. Failure to make up missed classroom assignments within a specified time frame will result in a "0" for the day of the absence.

Students accumulating ten or more absences/tardies during the school year will be placed on disciplinary probation, and will be subject to receiving N/G (no grade). Students accumulating a total of 15 absences or tardies are in jeopardy of being sent back to their home school.

### PROGRESS REPORTS

Progress reports are issued at the midpoint of each nine week grading period.

### GRADUATION REQUIREMENTS

The following are MAST graduation requirements. They are more stringent than those of the Miami-Dade County Public Schools.

#### COURSES

Language Arts (including summer reading)	4
Mathematics (Algebra I and above)	4
Natural Science	4
Social Science	3
Foreign Language	2
Fine/Performing Arts	.5
Practical Arts	.5
Health/Life Mgmt.	.5
Physical Education	1
General Electives	9
<b>TOTAL CREDITS</b>	<b>28.5</b>

#### Other requirements for graduation:

- Passing the FCAT
- Demonstrating mastery of performance standards including basic computer literacy skills.
- Critical Thinking Skills/Technology in the Classroom Summer requirements for graduation from MAST
- Ethics & Leadership, MAST Internship, Executive Internship, or two years of research.
- 75 hours of community service (including 50 hours on a sustained project)

### ACADEMIC EVALUATIONS



GREETINGS

PHILOSOPHY,MISSION,STUDENTACTIVITIES

PARENTALINVOLVEMENT&RESPONSIBILITIES

SCHOOLOPERATIONS

ACADEMICEVALUATIONS

GENERALPROCEDURES&OPERATIONS

DRESSCODE

SAFETY&TRANSPORTATION

IMPORTANTPHONENUMBERS&DATES

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